

Dear Governors,

My name is Nia Meredith and I am the Head of Welsh and bilingualism here at Cardiff West. With the support of Rachel Thomas deputising the trip, I am writing this letter along with supporting material to ask for your permission for a trip to Paris in July 2024.

You will find the itinerary attached to the quote I have received from Schools Into Europe, a company from Cardiff that I have used for the last 15 years. I have planned and executed this highly successful and popular trip in my previous school annually. The experiences that pupils will get from a trip like this will be second to none. In addition, due to circumstances, for some of our pupils this will be the only opportunity they will get to experience a trip abroad.

The cost of the trip in total will be: **£670** per person. This is on the basis of 44 paying pupils and 5 members of staff (free of charge). The ratio being 8 pupils to 1 member of staff.

Broken down as:

£540 – to schools into Europe (PP)

£100 – Per payer for us to change into Euros for us to provide evening meal for all pupils. We will provide a banking system that the pupils sign each night for their money.

£30 – Per payer. This will include a small 'emergency /petty cash', 2% parent pay surcharge, administrative and cover costs.

I intend to meet with parents prior to departure on a parents evening that will guide them through the whole trip. We will provide the parents with an emergency contact number and I will give ample opportunity for parents to discuss any personal need that their child may have prior to the trip. To avoid a 'collective' passport, I will be requesting that every

Below you will find when we will request instalments to be paid. To ease the finance for parents we have avoided asking for any money during the months of December and January.

We will require a **non-refundable** deposit of **£100** to be paid by Friday 8st September 2023

Further payments can be made in instalments on the following dates by parent pay:

2 nd Instalment	£100	Friday 6 th October 2023
3 rd Instalment	£100	Friday 10 th November 2023
4 th Instalment	£100	Friday 2 nd February 2024
5 th Instalment	£90	Friday 1 st March 2024
6 th instalment	£90	Friday 12 th April 2024
7 th instalment	£90	Friday 3 rd May 2024

Many thanks for taking your time to read the letter. I look forward to hearing from you on your decision.

Yours sincerely,

Nia Meredith.